



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

S: 1 February 2010

4 December 2009

CAJS-J1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction for Sexual Assault Prevention and Response Unit Victim Advocate - Initial 40 Hour Training Course

1. This memorandum provides course information on the Unit Victim Advocate (UVA) training required by the Department of Defense and National Guard Bureau.
2. References: DODI 6495.02; AR 600-60; AFI 36-600; and CA Adjutant General's Sexual Assault Policy Statement, 17 November 2008.
3. The Victim Advocate's (VA) role is to facilitate care for victims of sexual assault under the Sexual Assault Prevention and Response (SAPR) program. On behalf of the sexual assault victim, a VA provides liaison assistance with other organizations and agencies regarding victim care and reports directly to the Sexual Assault Response Coordinator (SARC) when performing victim advocacy. Commanders are strongly encouraged to identify individuals who can display interpersonal skills, integrity, and professionalism as VAs when addressing the needs of a sexual assault victim.
 - a. The Air National Guard wings and GSUs are required to have at least one VA to assist sexual assault survivors. Appointment letters for VAs must be signed by the wing/unit commander.
 - b. The Army National Guard requirement is to have one VA appointed at each company level unit. They must be at minimum rank of E6, O2, or CW2. Appointment letters must be signed by the battalion commander.
4. The Victim Advocate training course will be held in Classroom 918 at Camp San Luis Obispo on 22-26 February 2010. Training will begin on 22 February 2010 at 1200 hours and end at 1600 hours on 26 February. Travel days are 22 and 27 February. Attendees within the local commuting distance will not be authorized travel orders.
 - a. Air National Guard personnel will use unit funds to attend this course.
 - b. Army National Guard personnel will submit RFOs through command channels to DCSOPS-T. Funding for this event will be through local unit funding sources. Participants are responsible for requesting orders and making travel arrangements through their local unit or command.
 - c. Technicians are encouraged to attend in technician status using the State's Technician Training and Travel funds.

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SUBJECT: Letter of Instruction for Sexual Assault Prevention and Response Unit Victim Advocate - Initial 40 Hour Training and Current Refresher

5. Coordinating Instructions:

a. Billeting. Quarters are available at Camp San Luis Obispo (CSLO). Contact the billeting office at (805) 594-6500 to determine availability. Statements of non-availability are required to utilize off post lodging. Individuals are responsible for making their own billeting reservations.

b. Meals. Rations are not provided/available for this event. A mess hall with chargeable meals is available (Breakfast - \$5, Lunch and Dinner \$5) at CSLO.

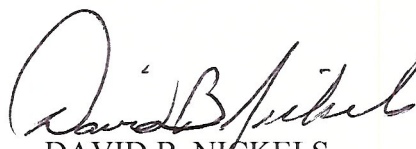
c. Transportation. Travel should utilize Government Owned Vehicles.

d. The duty uniform/attire for the course will be ACU/ABU and business casual (no t-shirts or jeans).

6. Registration is required, and classroom space is limited. Register for this training by completing the enclosed registration form. The form can be returned to Mr. Robert May via fax or email. The fax and email information is on the bottom of the registration form.

7. Questions concerning the course or registration should be directed to the POC, Mr. Robert May, at (916) 854-3448 or robert.may7@us.army.mil.

Encl:



DAVID B. NICKELS

COL, GS, CA ARNG

Director of Manpower and Personnel

DISTRIBUTION:

Army: TA

Air: TA

Registration Form
Camp SLO Victim Advocate Training
22-26 February 2010

This training is for **NEWLY** appointed **Victims Advocates (VA)**. (If you have been trained as a VA a one day Refresher Training is forthcoming.)

Military Rank/Grade	
First Name/Last Name	
Service Component	
Unit (ie: 1106 AVCRAD)	
Unit Mailing Address (Street, Town, State & Zip Code)	
Military Duty Title	
Email	
Duty Phone Number	
Cell Phone Number	

Please send this information to:

Robert J. May
California JFHQ SARC
9800 Goethe Rd., Box 37
Sacramento, CA 95827
Email: robert.may7@us.army.mil
Phone: 916-854-3448
Fax: 916-854-3439